

 <p style="text-align: center;"><b>STATE OF ALASKA</b> DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>11.01.050</b>	PAGE 1 of 2
	EFFECTIVE DATE February 26, 2015	
SUBJECT <b>Automated Equipment Management System</b>	SUPERSEDES <b>11.01.050</b>	DATED April 2, 1996
CHAPTER <b>State Equipment Fleet</b>	SECTION <b>General Administration</b>	APPROVED BY <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on maintaining information on Equipment Management System (EMS) relative to all State Equipment Fleet (SEF) assets, billing agencies for replacement, operating/billable repairs, and creating financial reports.

## POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) that SEF Headquarters will insure the EMS is operational and the database is accurately reporting the activity of the fleet operations.

Reference P&P 11.01.001 *Records Maintenance*.

## PROCEDURE

- A. SEF headquarters will maintain the EMS to provide the following information:
1. A computerized database containing information on all assets under the authority of SEF. The system is to generate reports for analysis by management.
  2. The system will provide cost data for billing other agencies for replacement, operating and billable maintenance, repairs and fuel.
  3. The system will provide reports on original costs, purchases, sales and depreciation for year-end financial reports.
  4. Provide other reports, analysis, and fleet management information as needed.
- B. SEF headquarters will work closely with the DOT&PF Information System section and software vendor to insure that the system provides the necessary capability and reports.

- C. Maintain on-line access to basic equipment information for SEF personnel and other state users of equipment upon request.

## **AUTHORITY**

AS 44.68.240

## **IMPLEMENTATION RESPONSIBILITY**

SEF headquarters, SEF district and office managers, and SEF user agencies

## **DISTRIBUTION**

All department employees via the DOT&PF website